

Covington, Kentucky

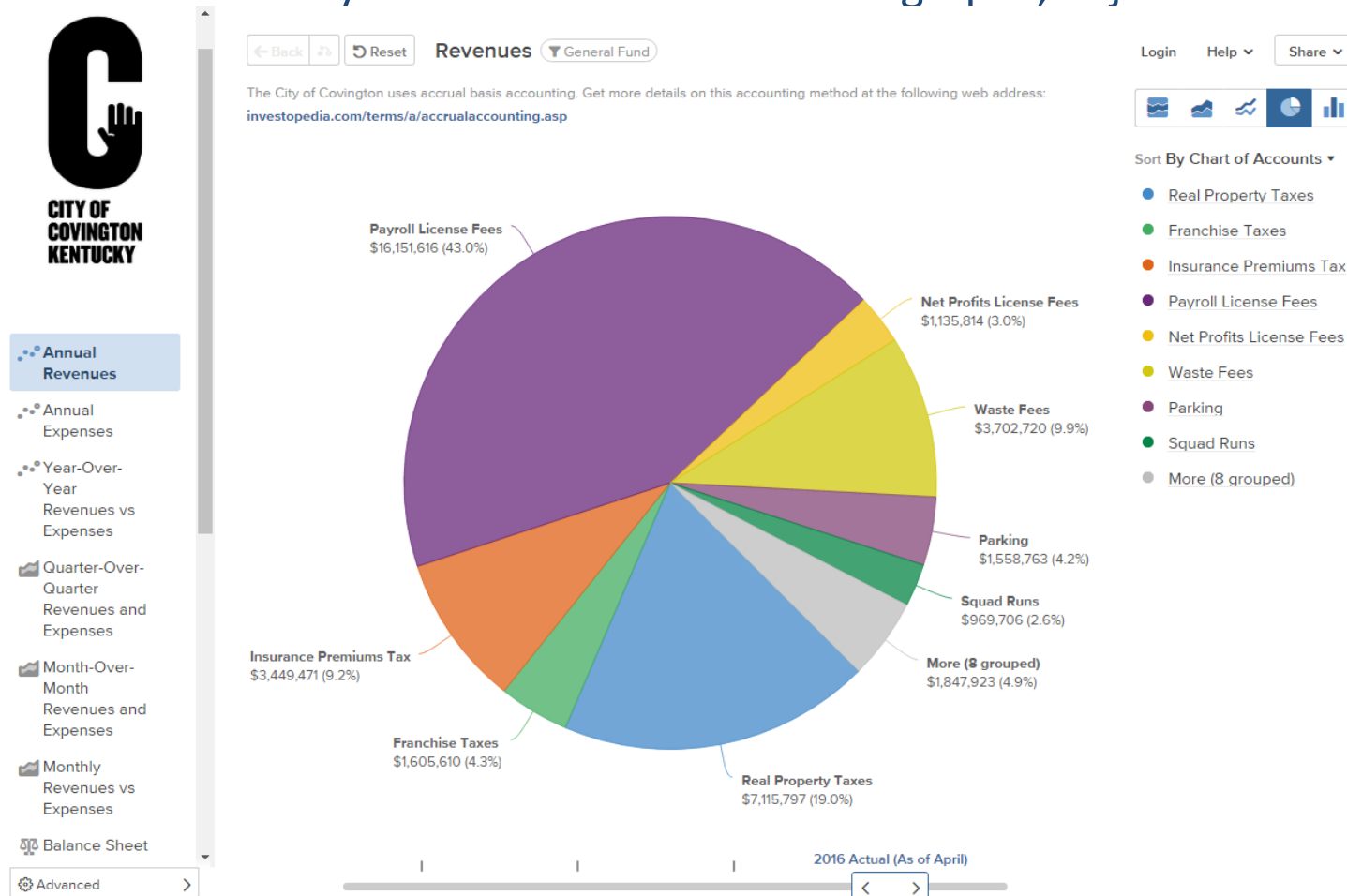


Covington's Fiscal & Budget Transparency Tool User Guide

For the best viewing experience, we recommend using
[Google Chrome](#) as the web browser

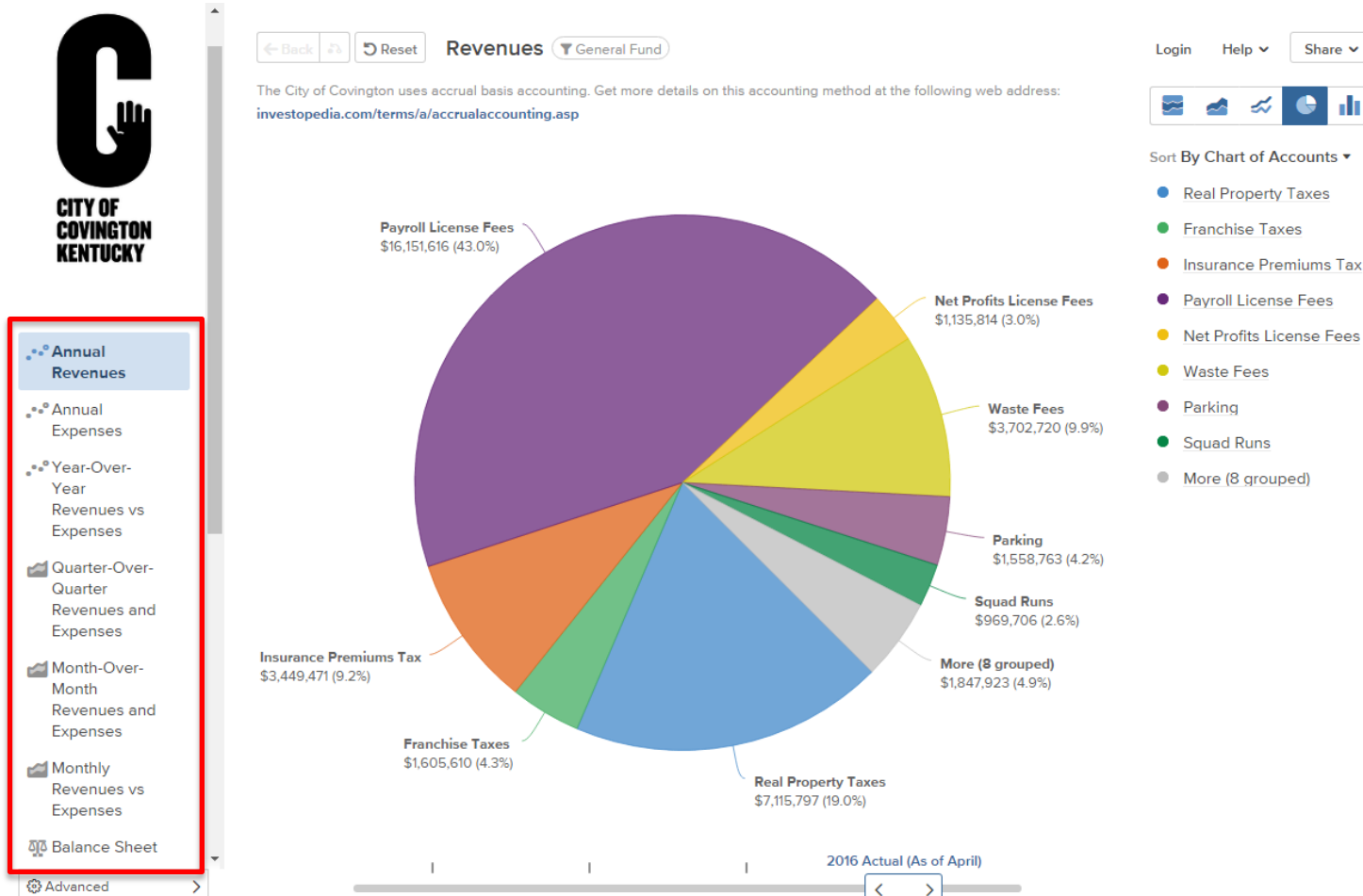
Covington's Fiscal & Budget Transparency Tool: User Guide

Covington's Fiscal and Budget Transparency Tool allows you to access full financial data on easy-to-understand charts and graphs, in just a few clicks.



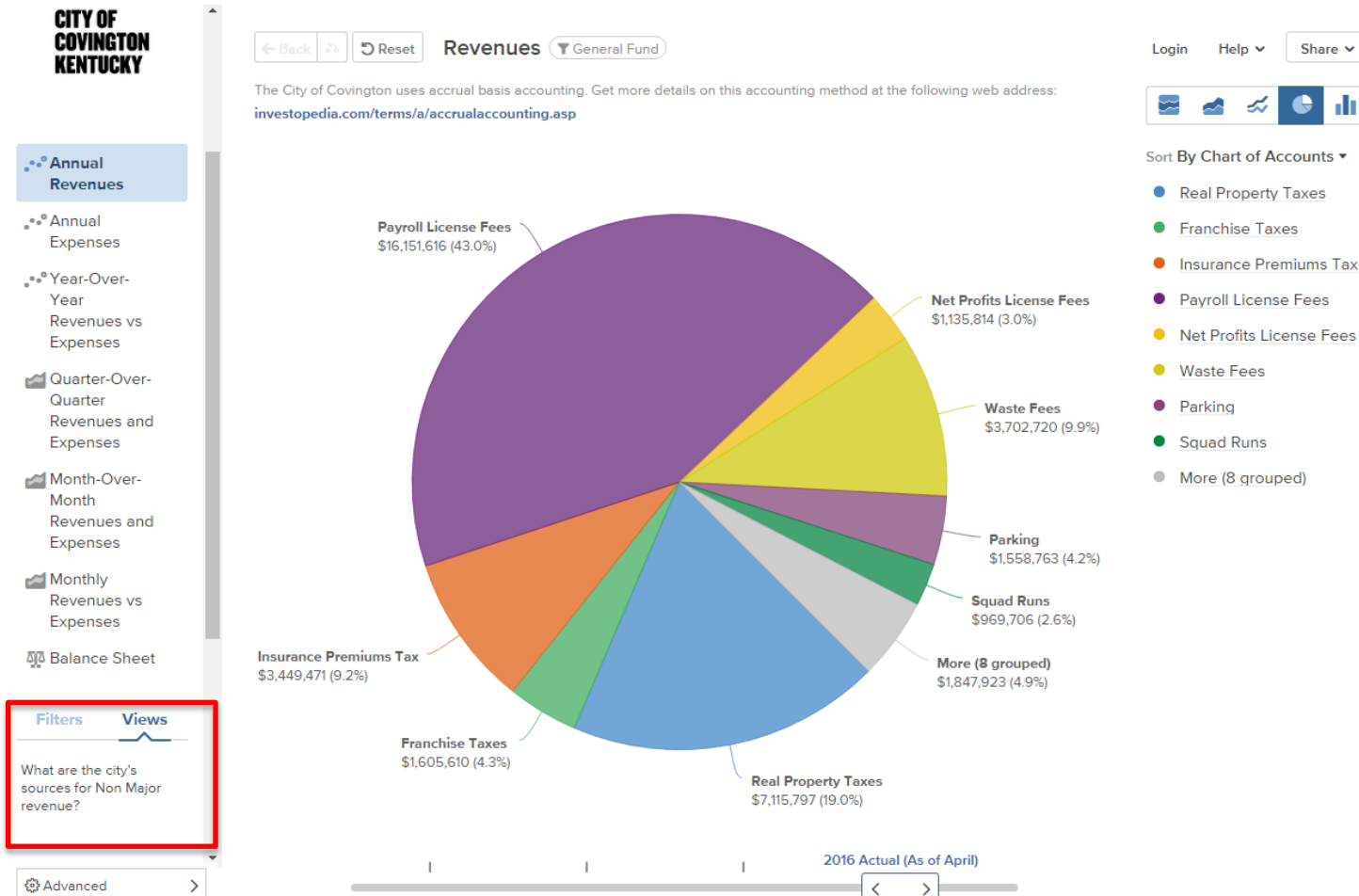
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Click on any of the **Reports** to see revenues, expenses, or the balance sheet.



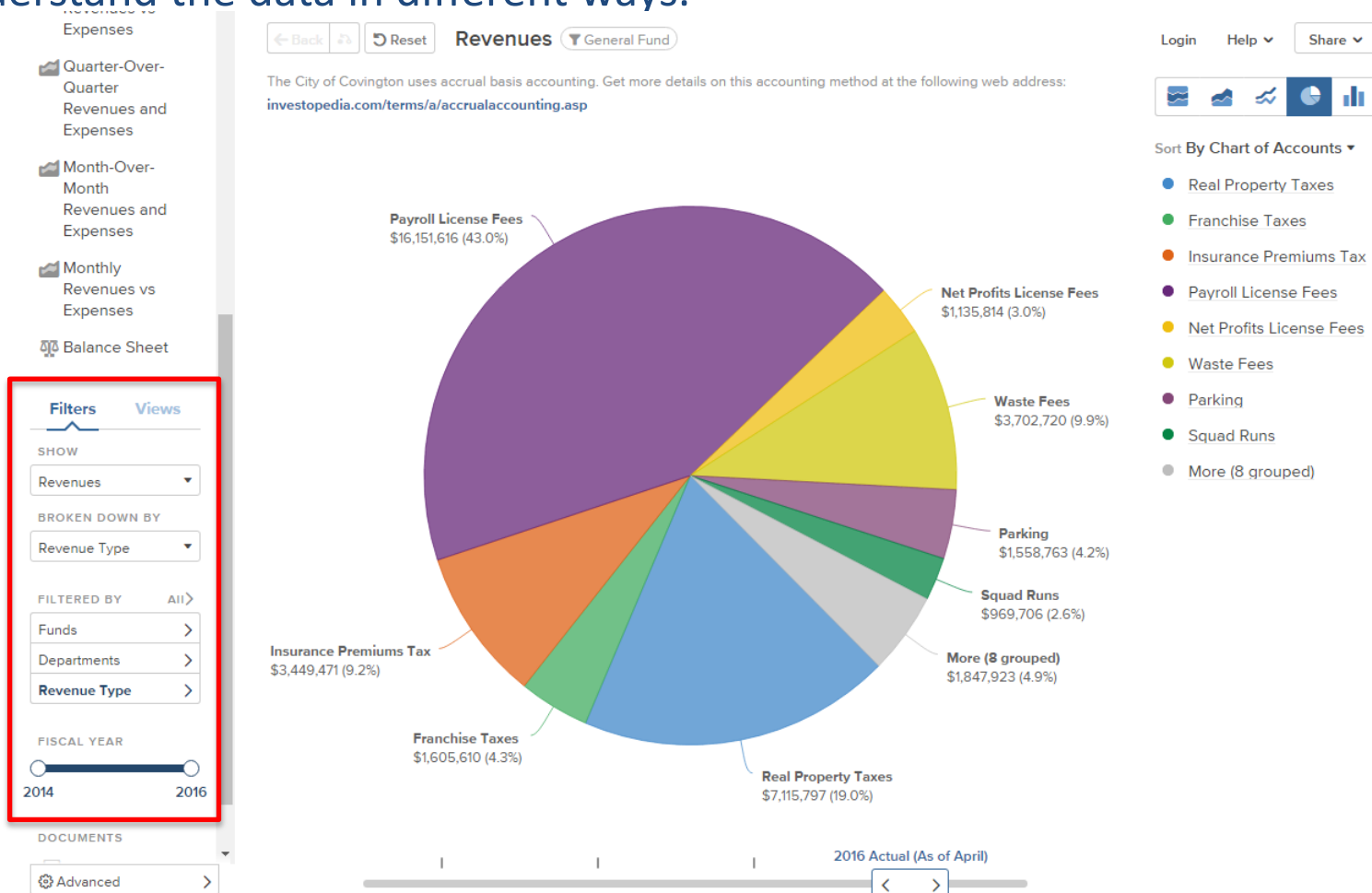
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Click on any of the **Saved Views** to see answers to your most frequently asked questions.



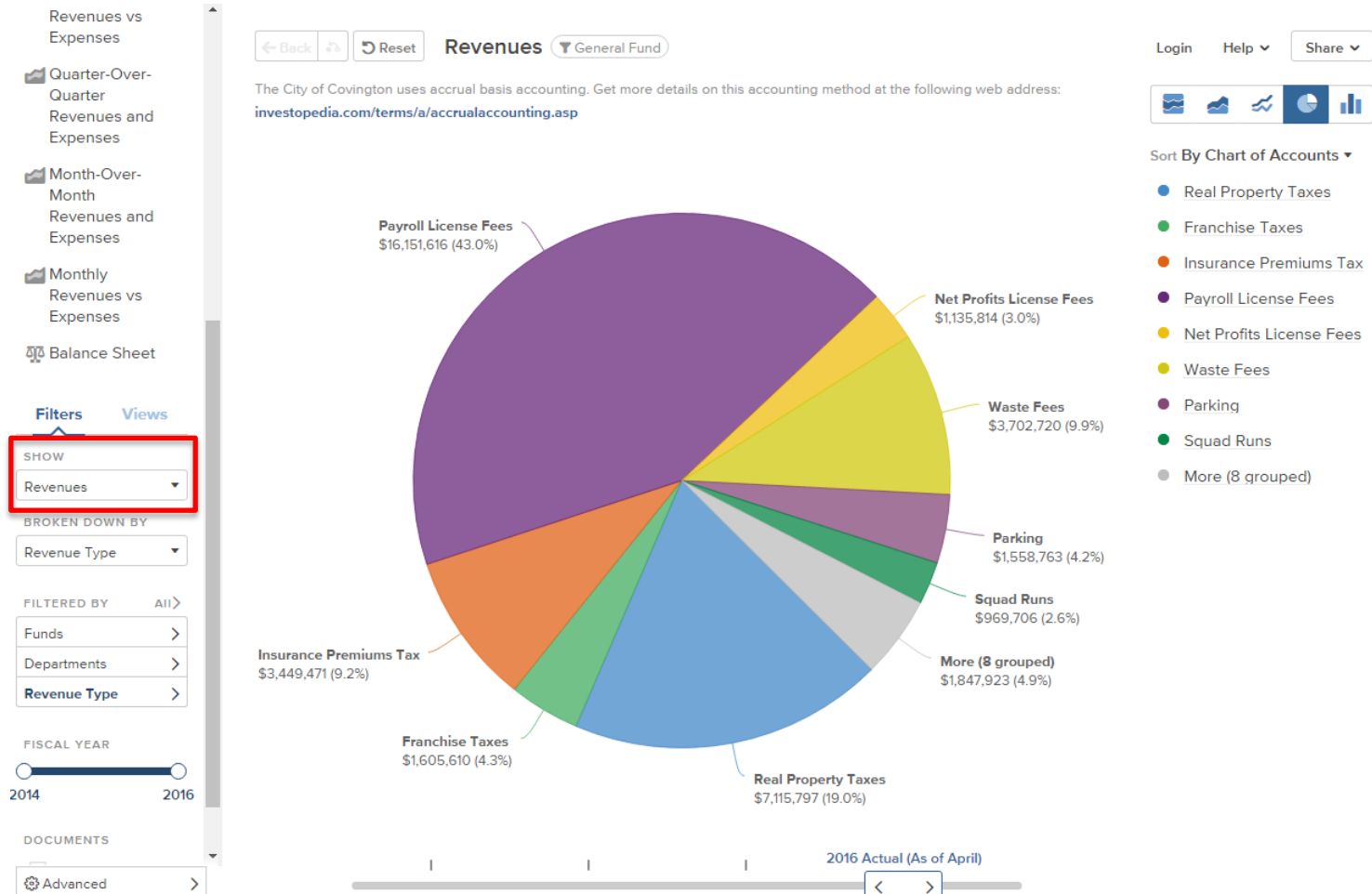
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Use the various **Filters** on the left panel to build the view you want and understand the data in different ways.



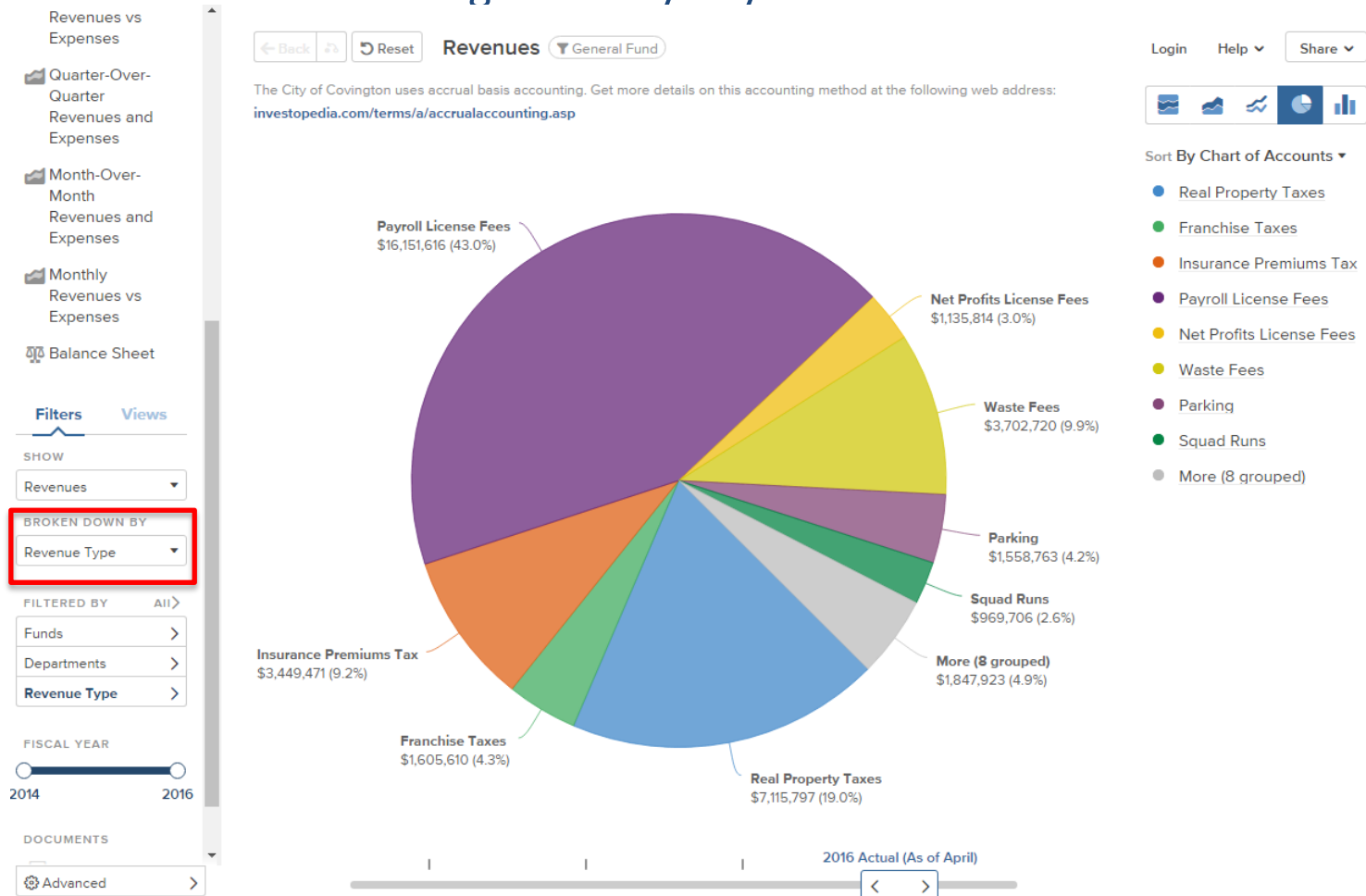
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The **Show drop-down** allows you to see the data that is of most interest to you.



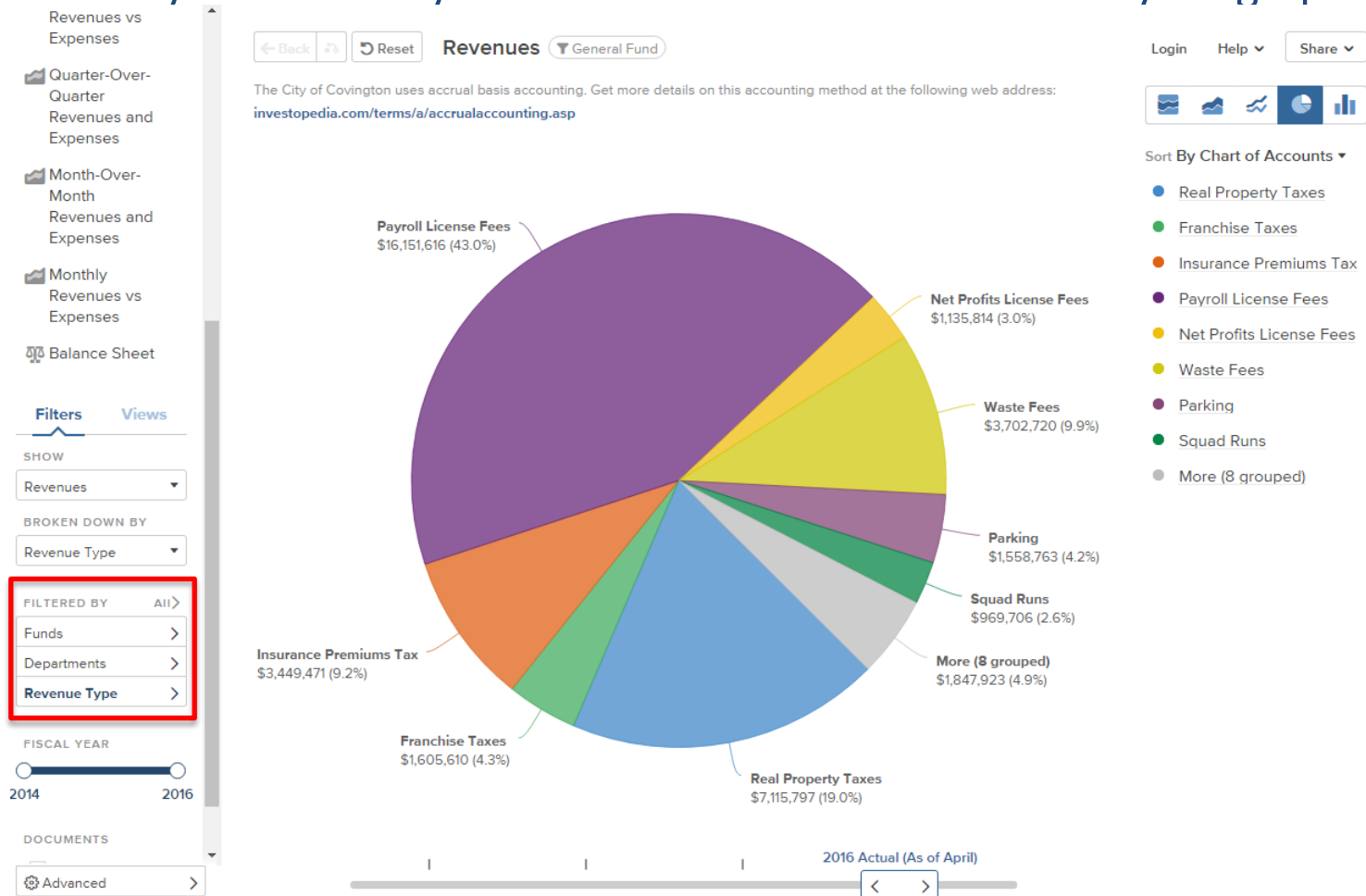
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The **Broken Down By** drop-down allows you to specify the category you would like the data to be organized by in your view.



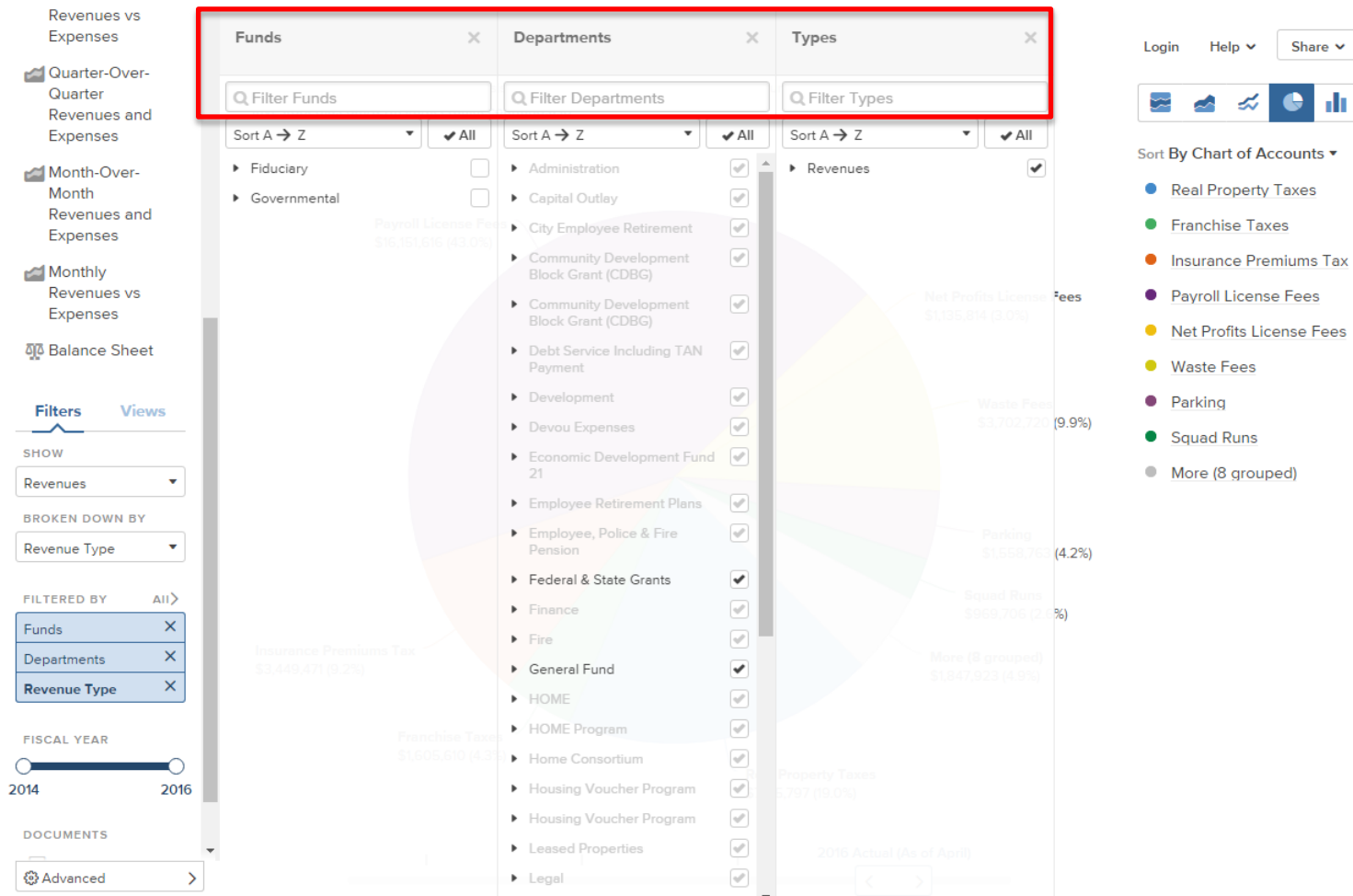
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Use the **Filtered By** option to view the data filters. These filters allow you to select exactly which data you want to include and exclude in your graph.



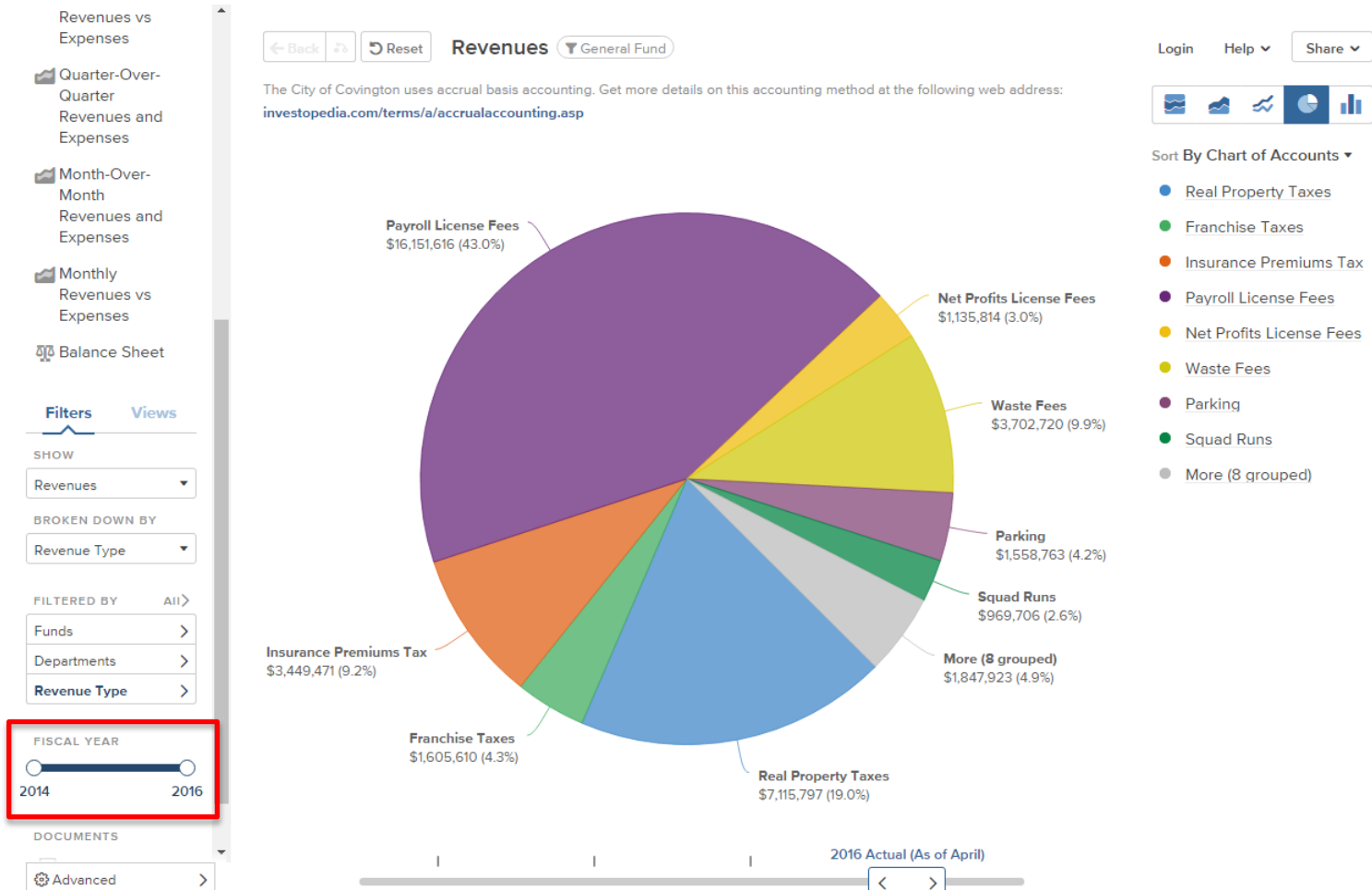
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Use the **Search** function within each filter to find something specific.



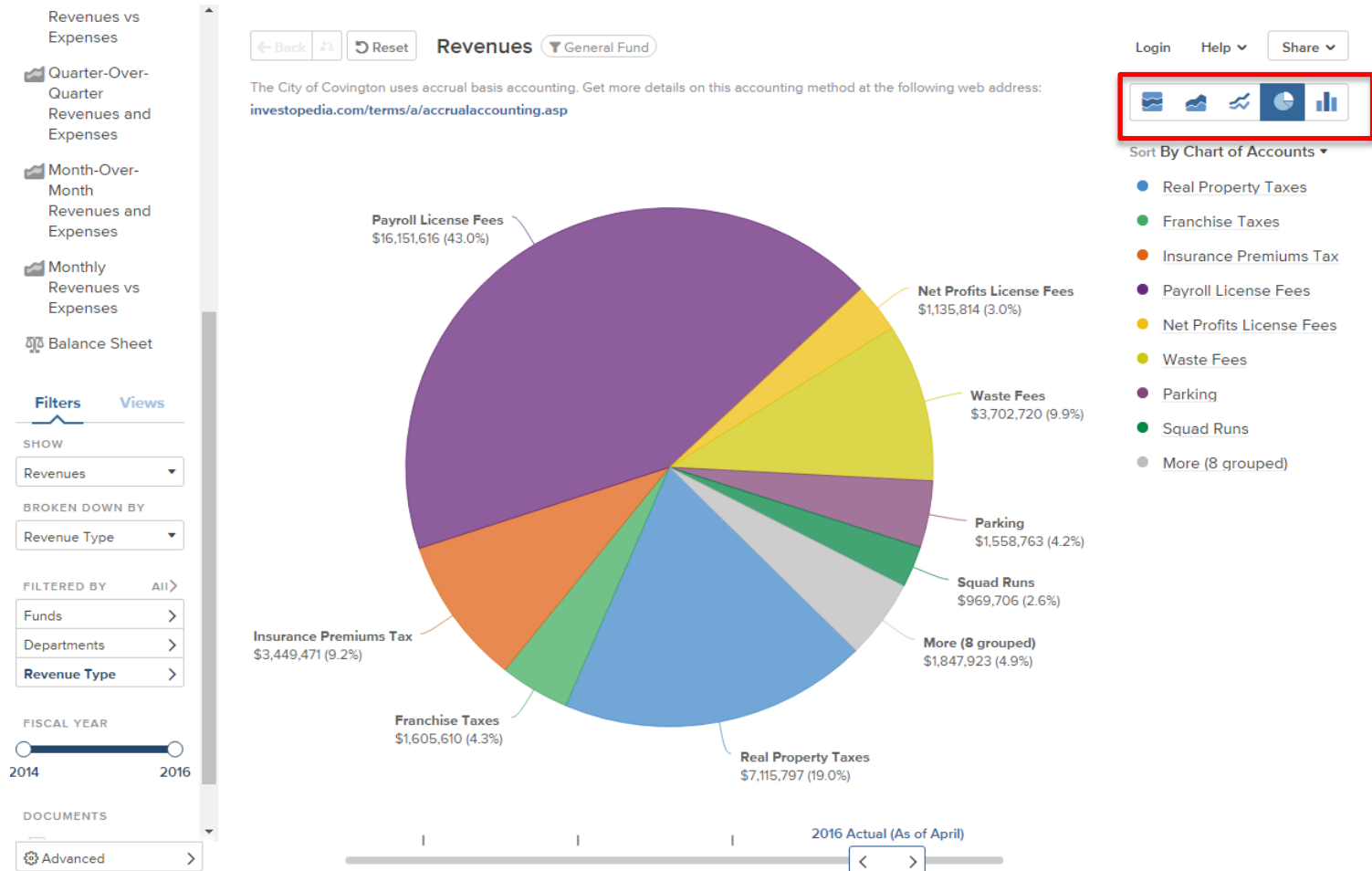
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The **Fiscal Year** slide bar allows you to view the range of years that you want to see.



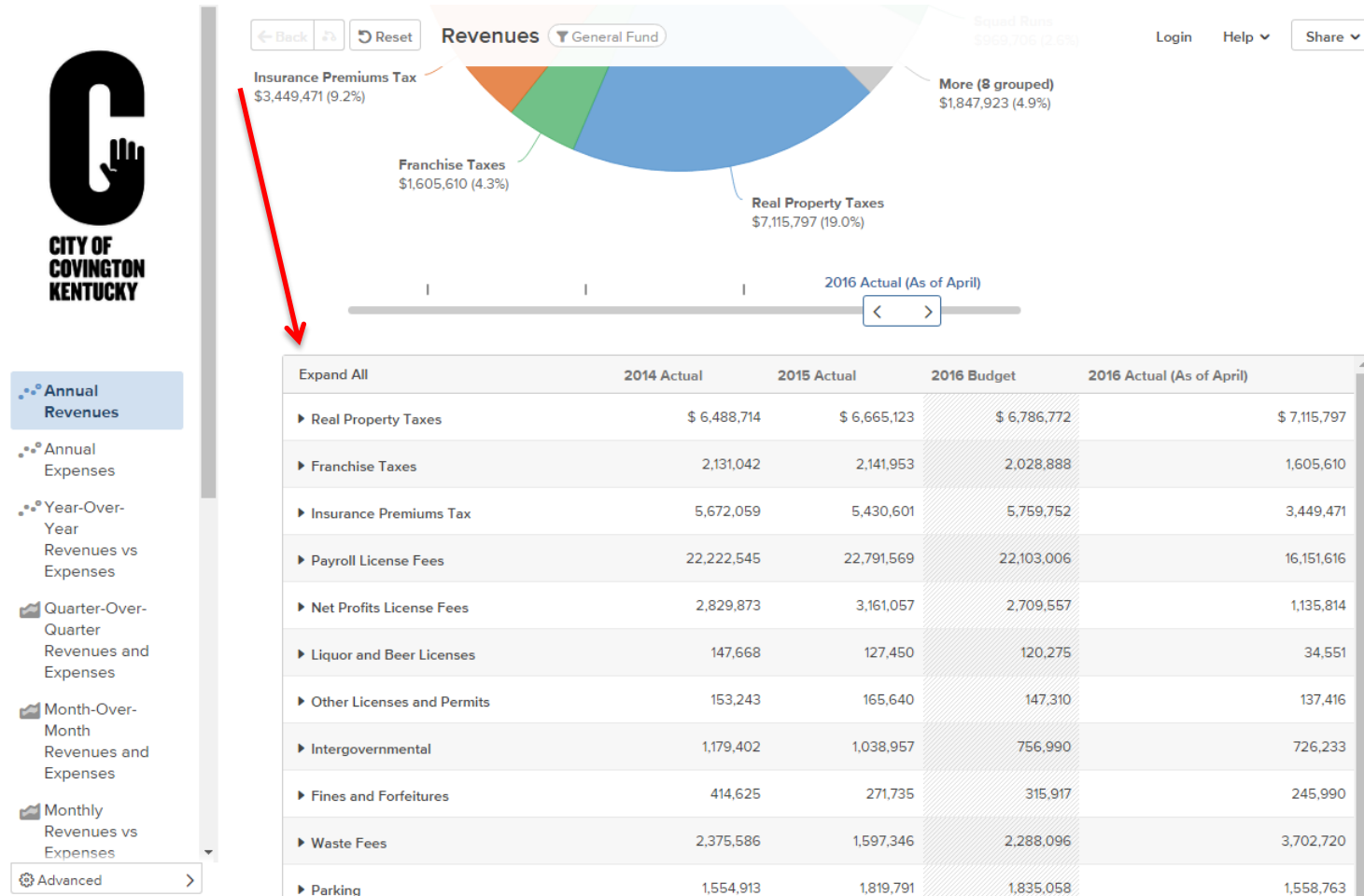
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There are **five different types of visual graphs** you can view: Stacked percentage graph, Stacked line graph, Line graph, Pie chart and Bar chart



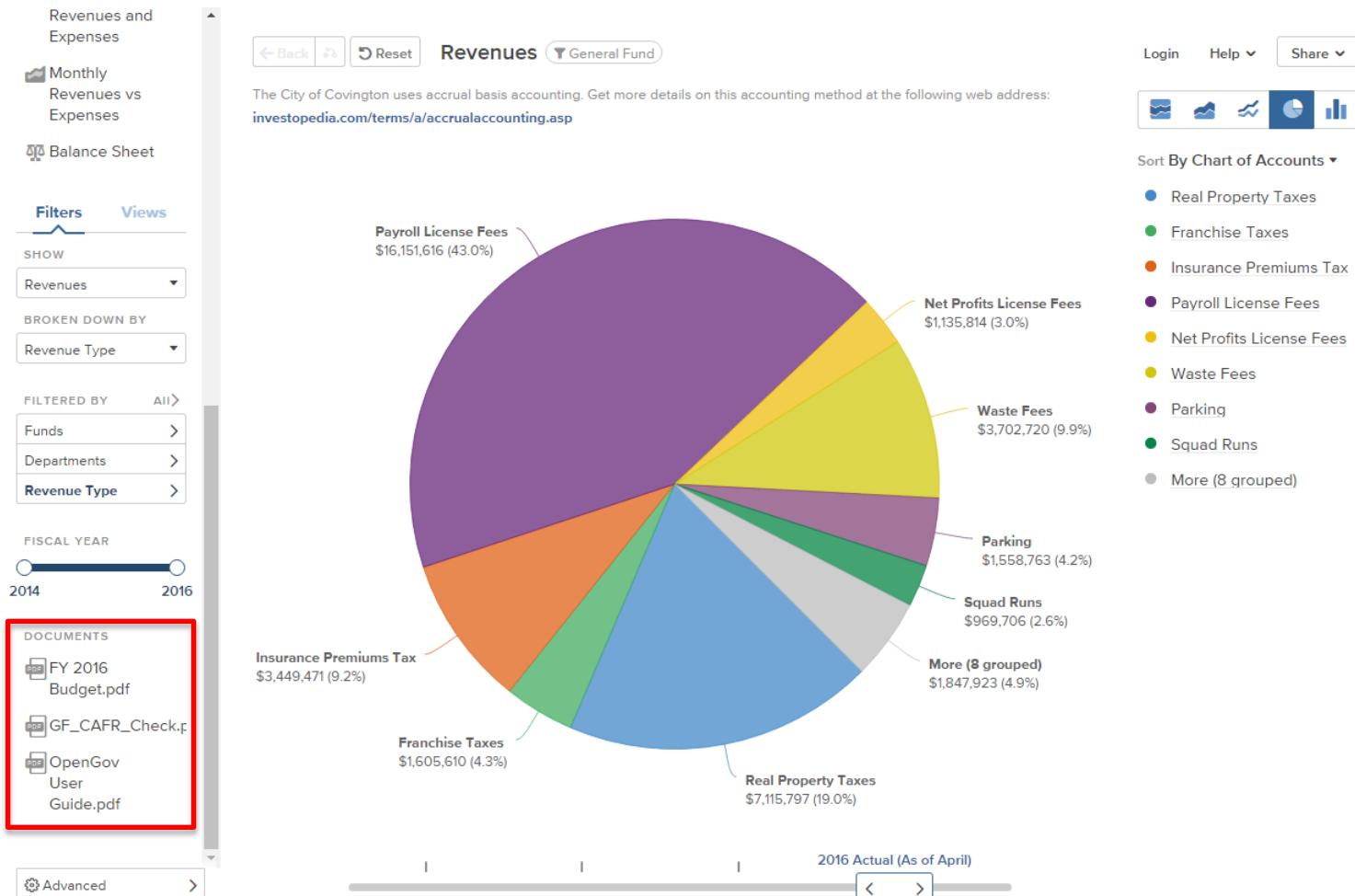
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By scrolling down the page you will find the accompanying **Data Table**.



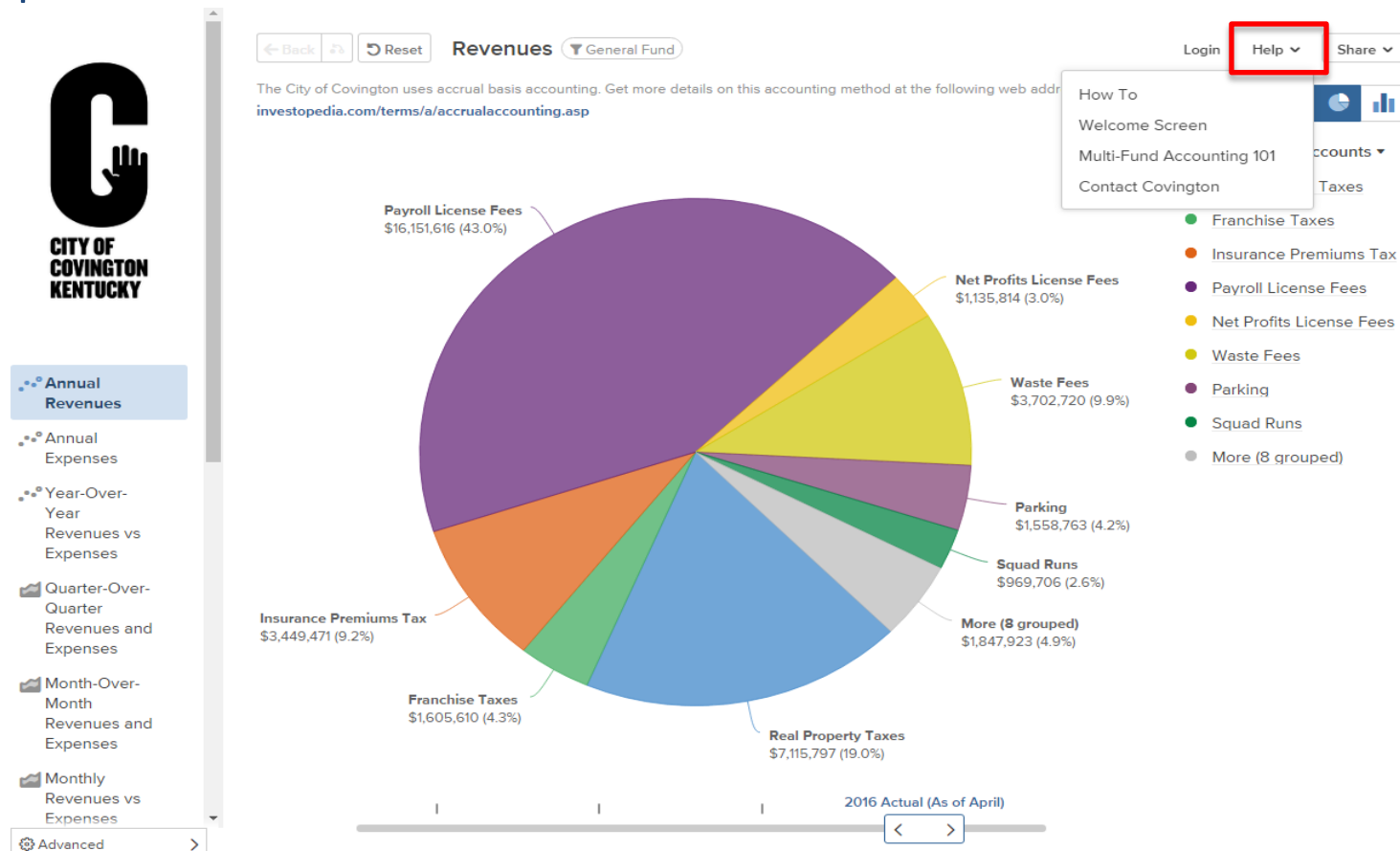
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We've added **documents** that you can download directly from the report.



Covington's Fiscal & Budget Transparency Tool: User Guide

Use the help drop-down to either: view a short **How-To Guide** with further tips on navigating, visit the **Welcome Screen**, learn about **Multi-Fund Accounting**, or **Contact** the administrators of our site to provide feedback and ask questions.



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Use the **Share** drop-down to share your customized graph through social media or through email. You can also download images of the customized graph and table directly to your computer. The table can also be downloaded as a spreadsheet.

